



MOORE COUNTY GOVERNMENT



Position Vacancy Announcement

ANIMAL SHELTER ASSISTANT – ANIMAL OPERATIONS

This Position is Part Time with NO Benefits

Vacancy Number

16-1076

Hiring Range

\$8.29 – \$9.37 Hourly

Opening Date

June 27, 2016

Closing Date

Open Until Filled

Submit your completed

County of Moore

Application To:

Moore County

Human Resources

P.O. Box 905

Carthage, NC 28327

Phone: (910) 947-6362

Fax: (910) 947-2792

www.moorecountync.gov

Resumes are optional.

Incomplete, unsigned, or any application other than a County of Moore application will not be forwarded to the hiring authority.

Applications received after the closeout date/time indicated will not be eligible for consideration.

Moore County Human Resources Office is not responsible for failure to receive faxed applications.

Please take a moment to ensure your transmission was received.

ESSENTIAL JOB DUTIES

Performs a variety of duties associated with the care and maintenance of the animal shelter. Work involves working with potential animal adopters, reuniting owners with lost animals; answering the telephone, socializing animals, and maintenance of the facility grounds. Work is performed under the direct supervision of the Animal Operations Program Coordinator.

KNOWLEDGE AND SKILL REQUIREMENTS

- Skill and ability to effectively handle domestic animals of all sizes;
- General knowledge of the proper care and feeding of animals will be required of this individual;
- General knowledge of State and County animal control laws, policies, and procedures and some knowledge of public health will be helpful;
- Ability to follow oral and written requests;
- Basic math skills;
- Ability to meet and deal with the public in a tactful and courteous manner;
- Genuine concern for the welfare of animals and a willingness to work on their behalf;
- Ability to establish and maintain effective working relationships with associates and the general public.

EDUCATION AND EXPERIENCE REQUIREMENTS

- Graduation from high school or equivalent;
- Must be able to work weekends and holidays as required.

LICENSE AND CERTIFICATION REQUIREMENTS

Must possess and maintain a valid North Carolina Driver's License.

SPECIAL REQUIREMENTS

Evening, weekend and holiday work hours are required.

PHYSICAL REQUIREMENTS

This is medium work requiring the exertion of 50 pounds of force occasionally, up to 25 pounds of force frequently, and up to 10 pounds of force constantly to move objects; work requires climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for depth perception, color perception, night vision, peripheral vision, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, extreme cold, extreme heat, noise, hazards, atmospheric conditions, and oils. The worker may be exposed to bloodborne pathogens and may be required to wear specialized personal protective equipment.

The County of Moore is a drug-free workplace and Equal Opportunity Employer.

In compliance with the Immigration Reform and Control Act of 1986, Moore County will employ only those individuals who are U.S. citizens or legal aliens authorized to maintain employment in the United States.

All applicants tentatively selected for this position will be required to submit to a background check, pre-employment drug test, and post offer physical.

Moore County is an E-Verify Participant